



## City of Long Beach Employment Opportunity

### **MARINE SAFETY CAPTAIN**

Job Number: H13NN-18

**SALARY:** \$3,482.00 - \$4,257.84 Biweekly

**OPENING DATE:** 11/17/17

**CLOSING DATE:** 12/01/17 04:30 PM

### **DESCRIPTION:**



**Now accepting online applications only. Apply online 24 hours a day beginning November 17, 2017 through 4:30 p.m., December 1, 2017.**

**This is a promotional job opportunity as defined in the Civil Service Rules and Regulations (Sections 4(19)(b) and 7). This job opportunity is limited to current, permanent, classified City of Long Beach employees. Qualifying time, as noted in the requirements to file, must be obtained in the classified service with the City of Long Beach. Unclassified employees, including non-career employees, are not eligible for this job opportunity.**

**In accordance with Article III, Section 14 of the Civil Service Rules and Regulations, Seniority Credit will be added to the final total scores of those who successfully qualify in all phases of the examination. For examination purposes, seniority credit will be based upon whole months of classified service completed as of the last day of filing.**

### **EXAMPLES OF DUTIES:**

Under direction, supervises the administrative, lifesaving, water safety, first aid, and equipment maintenance activities in the Administration, Beach Operations, or the Rescue Boat sections of the Marine Safety Division; supervises, trains, evaluates, and assigns subordinate personnel; develops, coordinates and conducts various training and marine safety programs and activities on such topics as lifeguard techniques, emergency medical procedures, search and seizure, laws of arrest, underwater search (SCUBA) and rescue, swift water rescue, Junior Lifeguard, water safety, boating safety and U.S. Coast Guard regulations, rescue boat fire suppression, rescue equipment and vehicles, and safety procedures; conducts patrols and ensures that subordinate personnel enforce compliance with Marine Safety Division policies and procedures, and applicable provisions in the Municipal Code, City ordinances, California Vehicle Code, California Penal Code, the State Harbors and Navigation code, and rules and regulation of the Small Craft Harbor Commission; responds to major emergencies; knowledge of Incident Command System and NIMS; investigates major complaints and accidents and prepares reports; assists with the

development and administration of the division budget; and performs other related duties as required.

**REQUIREMENTS TO FILE:**

- Open to current city employees who have completed at least four (4) years of seniority in either one or a combination of the following classifications – Marine Safety Sergeant, Marine Safety Sergeant-Boat Operator or Marine Safety Officer.

**Additional Requirement to File Include:**

- Thorough knowledge of Marine Safety Division policies and procedures, and relevant provisions of the Municipal Code, City Ordinances, California Vehicle Code, Chapter 5 of the State Harbors and navigation Code; and the rules and regulations of the Small Craft Harbor Commission.
- Working knowledge of Civil Service rules and regulations, Human Resource policies and procedures, Administrative Regulations, and City Safety policies.
- Ability to work shifts, weekends, and holidays as needed.

**SELECTION PROCEDURE: SELECTION PROCEDURE:**

Additional information on the selection procedure, scoring methodology and tentative schedule is included below.

**EXAMINATION WEIGHTS:**

Application Packet.....	Qualifying
Emergency Scene Simulation & Mini-Tactical Exercises .....	40%
Appraisal Interview including Writing Exercise.....	60%

A minimum rating of 70 must be attained in each part of the examination.

**If you have not received notification by December 8, 2017, contact the Civil Service Department at (562) 570-6202.**

H13NN-18

DE:MSC

11/15/17



This information is available in an alternative format by request at (562) 570-6202.

If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202.

For hearing impaired, call (562) 570-6638.

An Equal Opportunity Employer

**SELECTION PROCEDURES / SCORE CALCULATIONS**

All candidates must submit a complete application by close of filing. The selection procedure will consist of an Emergency Scene Simulation and Mini-Tactical Exercises & Appraisal Interview with a Writing Exercise.

**EMERGENCY SCENE SIMULATION AND MINI-TACTICAL EXERCISES (40%)**

The Emergency Scene Simulation and Mini-Tactical Exercises are designed to measure the skills, knowledge and abilities necessary to handle tactical problems at the level of Captain in the Marine Safety Division. The tactical problem(s) will be based on the resources, procedures and

directives of the Long Beach Fire Department. A score of 70 will be the minimum passing score on the Emergency Scene Simulation and Mini-Tactical Exercises.

### **APPRAISAL INTERVIEW INCLUDING WRITING SKILLS EXERCISE (60%)**

The Appraisal Interview is designed to measure decision making/ problem solving, supervisory/leadership skills, technical/financial knowledge, interpersonal skills, and oral communication skills. The Writing Skills Exercise is a component of the Appraisal Interview and is counted as one dimension (Written Communication). That is, if you do not pass the Writing Skills Exercise, it does not necessarily mean that you have failed this entire phase of the exam. The Appraisal Interview and Writing Skills Exercise will be evaluated by two different rating panels. The minimum passing score on the Appraisal Interview and Writing Skills Exercise will be 70.

### **SCORE CALCULATION**

Passing scores on the emergency scene simulation and mini tactical exercises will be averaged and multiplied by .40. Appraisal interview, including the writing exercise, will be multiplied by .60. Resulting scores will be summed to constitute the final examination score.

### **SENIORITY CREDIT**

Seniority Credit in accordance with Article III, Section 14, Civil Service Rules and Regulations, will be added to the final passing scores of those who qualify. For examination purposes, seniority credit will be based upon whole months of service completed as of the last day of filing.

**Certification and selection of candidates on the promotional list will be done in accordance with Section 29 of the Civil Service Rules and Regulations.**

### **TENTATIVE EXAMINATION SCHEDULE**

11/17/17 – 12/01/17	Applications Available
11/29/17	Candidate Orientation
12/01/17	Close of Filing
12/12/17	Writing Exercise Examination
12/13/17 – 12/14/17	Writing Exercise Protest Period
12/18/17	Performance Examinations*
12/19/17 – 12/20/17	Performance Examination Protest Period
01/03/17	Results to Civil Service Commission

\*Performance examinations are Emergency Scene Simulation and Mini-Tactical Exercises & Appraisal Interviews.

This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/longbeach>

Position #H13NN-18  
MARINE SAFETY CAPTAIN  
DE

Civil Service Department  
333 W. Ocean Blvd., 7th FL  
Long Beach, CA 90802  
(562) 570-6202

[civilservice@longbeach.gov](mailto:civilservice@longbeach.gov)

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### **MARINE SAFETY CAPTAIN Supplemental Questionnaire**

- \* 1. **I. INSTRUCTIONS:** The purpose of this supplemental application is to derive more specific information about your qualifications for this position. This form will serve as the basis for qualifying candidates on the eligible list. Be specific and detailed in your responses. Do not leave any questions unanswered. If you have no experience, please so indicate. Resumes will not be considered as part of the Civil Service application process and may not be substituted in lieu of the completed application or supplemental applications. Do you understand the above information?
- ☐ Yes   ☐ No
- \* 2. **II. REQUIREMENTS TO FILE:** To qualify for the position of Marine Safety Captain you must be a current classified City employee who has completed at least four (4) years of seniority in either one or a combination of the following classifications – Marine Safety Sergeant, Marine Safety Sergeant-Boat Operator, or Marine Safety Officer. As of December 1, 2017, do you meet this requirement above?
- ☐ Yes  
☐ No
- \* 3. Do you possess thorough knowledge of Marine Safety Division policies and procedures, and relevant provisions of the Municipal Code, City Ordinances, California Vehicle Code, Chapter 5 of the State Harbors and navigation Code; and the rules and regulations of the Small Craft Harbor Commission?
- ☐ Yes   ☐ No
- \* 4. Do you have working knowledge of Civil Service rules and regulations, Human Resource policies and procedures, Administrative Regulations, and City Safety policies?
- ☐ Yes   ☐ No
- \* 5. Do you have the ability to work shifts, weekends, and holidays as needed?
- ☐ Yes   ☐ No
- \* 6. **III. GENERAL INFORMATION:** I certify that I have personally completed the information provided and that it is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment.
- ☐ Yes   ☐ No
- \* Required Question